



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

PUBLIC NOTICE

PUBLIC NOTICE NUMBER : FINCP/03-018SDS

OPENING DATE : 04/30/03

CLOSING DATE : 05/21/03

POSITION : Strategic Support Assistant (OA)

SERIES AND GRADE : GS-303-7 (FPL: GS-7)

NUMBER OF VACANCIES : One

SALARY RANGE : \$32,736 - \$42,588 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Strategic Analysis (OSA)

DUTY STATION : Vienna, VA.

**APPLICATIONS WILL
BE ACCEPTED FROM :** All qualified applicants (All Sources).

Note: There will be one rating and selection process applied to both status and non-status candidates.

SUMMARY OF DUTIES: This position is in the Office of Strategic Analysis (OSA) of the Financial Crimes Enforcement Network. OSA provides strategic analytic support to law enforcement through identification of trends, patterns and issues associated with money laundering and other financial crimes. The Strategic Support Assistant provides a variety of program support activities and serves as an important source of liaison with internal and external contacts. This staff member arranges meetings and conferences; plans and schedules travel (foreign and domestic); conducts research; tracks action items; develops and maintains databases in support of OSA activities; performs time and attendance functions; develops and maintains files; coordinates matters with administrative and program offices; responds to inquiries; compiles financial information; prepares reports and correspondence; and handles a variety of administrative tasks.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Knowledge and skills for conducting information searches of program databases, Internet sources, office files, program literature, and reports and by making individual contacts.
(Applicants must address their relevant experience in conducting information searches and summarizing the data.)
2. Ability to serve as interface with external and internal officials, requiring tact and discretion and good oral communication skills to assure the accomplishment of management objectives.
(Applicants must address the nature of experience in serving as a liaison with internal and external officials to accomplish organizational objectives.)
3. Ability to develop information into narrative and data formats, including spreadsheets, statistical displays (charts and graphs), reports, correspondence, and Power-Point presentations.
(Applicants must address their experience in preparing such written products and the purpose and audience for the products.)
4. Knowledge and ability in handling office administrative functions. **(Applicants must address their experience in tracking actions, preparing reports, developing and maintaining files, handling time and attendance, maintaining financial data, and obtaining supplies and services.)**

Basis of Rating: Ratings will be based on an evaluation of an applicant's experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) described in the application materials. Applicants should provide detailed evidence of the KSA's in the application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility. Qualified candidates will be assigned a score ranging from 70 to 100, not including points assigned for veterans' preference. Applicants are encouraged to **address each evaluation criteria** on plain bond paper and attach it to their application/resume.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position which may be filled under this Public Notice has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

Candidates who are claiming 5-point veterans' preference must attach a legible copy of DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility, to their application. To claim 10-point Veterans' Preference, attach a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

All candidates must be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be Paid.

HOW TO APPLY:

All application materials MUST be postmarked by the closing date of this Public Notice. Failure to provide complete information may result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

STEP ONE - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. To obtain a copy of the OF612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm. Be sure you provide all the information requested below:

Job Information:

- Public Notice Number, title and grade for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers with area code.
- Social Security Number. Providing your social security number is voluntary.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide job descriptions):

- Job Title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).

- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send documents unless specifically requested.

STEP TWO - Submit a supplemental statement addressing each knowledge, skill and ability.

STEP THREE - Submit other application materials, as necessary.

- Federal employees seeking CTAP/ICTAP and DC Department of Corrections eligibility must submit proof that they meet requirements under 5 CFR 330.605(a).
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Per Cent or More Disabled Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.
- If you are or have been a Federal employee, you **MUST** submit a copy of your last SF-50 "Notification of Personnel Action", or equivalent documentation and your most recent or last performance appraisal.

Please download, complete and submit the following optional forms:

- o SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF181
- o SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

SUBMIT APPLICATION MATERIALS TO:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Public Notice: FINCP/03-018SDS
P.O. Box 39
Vienna, VA 22183-0039**

For additional information, please call: Penny Jackson (703) 905-3540. TDD (703) 905-3839.

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the public notice number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the public notice. Applications will become part of the public notice case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.